

STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

REQUEST FOR QUALIFICATIONS (RFQ)

RFQ # 0634-210
RESIDENTIAL SERVICES EVALUATORS

Aging and Disability Services Administration

April 27, 2006

RFQ RELEASED:	April 27, 2006
Bidders' Questions Due:	May 5, 2006
Bidders' Questions Answered:	May 9, 2006
Deadline for Proposal	July 28, 2006
CONTRACT START DATE (ESTIMATED)	JULY 31, 2006

RFP Coordinator:

Sandra Elliot
DSHS Central Contract Services
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REQUEST FOR QUALIFICATIONS

0634-210

Project Title: Community Residential Service Evaluators

Estimated Contract Period: July 31, 2006 through June 30, 2007. Up to three amendments extending the possible period of performance to June 30, 2010, if any, shall be at the sole discretion of DSHS.

Proposal Due Date: All Proposals whether mailed or hand delivered must arrive by 4:00 p.m. Pacific Standard time on June 8, 2006. **Faxed bids WILL NOT be accepted. E-mailed bids WILL NOT be accepted.**

Submit Proposal To:

Proposal Delivered by Mail:

Sandra Elliot, RFQ Coordinator
Department of Social and Health Services
Administrative Services Division / Central Contract
Services
PO BOX 45811
Olympia, WA 98504-5811

**Proposal delivered by Express / Hand Delivery, Or
Courier:**

Sandra Elliot, RFQ Coordinator
Department of Social and Health Services
Administrative Services Division / Central Contract
Services
4500 10th Avenue SE
Lacey, WA 98503

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SECTION I. INTRODUCTION

A. PURPOSE OF REQUEST FOR PROPOSAL

The Department of Social and Health Services (DSHS) of Washington State, Aging and Disability Services Administration (ADSA) seeks to contract with qualified individuals to evaluate contracted providers of community residential services for persons with developmental disabilities. Specifically, the contractors selected will evaluate the administrative stability of providers and the quality of the services they deliver to persons receiving residential services and supports as described in Washington Administrative Code (WAC) 388-101 and WAC 388-825.

ADSA Residential Care Services (RCS) conducts certification evaluations of each Supported Living and Group Home program at minimum once biennially, performing approximately 80 evaluations annually. ADSA-DDD conducts evaluations of Companion Homes at minimum once a year, performing approximately 40 evaluations annually.

The contractors selected will provide the following services:

- On-site evaluations, throughout the State of Washington, as scheduled by ADSA Program Managers.
- Oral exit conferences with ADSA staff and staff of the residential agency where the evaluation has been completed.
- Final written reports (on forms provided by ADSA) to RCS for Supported Living and Certified Group Home evaluations and to DDD for evaluations of Companion Homes.

DSHS intends to award multiple full-time or part-time contracts to provide the services described in this RFQ.

- In the past, there has been one full-time contract and 10 part-time contracts in effect to conduct approximately 160 evaluations during the biennium.
- The actual number of contracts awarded, whether full-time or part-time, shall be solely the decision of DSHS.

DDD and RCS will each offer individual contracts to successful bidders for their program. A bidder may choose to have the RFQ considered for a contract with RCS, a contract with DDD, or contracts with both.

B. BACKGROUND

DSHS utilizes contracted evaluators to ensure that providers of community residential support service programs are in compliance with: applicable statutes, administrative rules, contract requirements, departmental and divisional policy directives, as well as with high standards of instruction and support to program participants living in communities throughout the State of Washington. See Residential Services Guidelines attached as Exhibit D for additional information.

Contracted Evaluators will be required to travel state wide for their assigned evaluations. Evaluations generally take three (3) to five (5) days for completion. It may be necessary for the evaluator to remain overnight until the evaluation is completed.

Qualified Persons or Organizations interested in contracting with RCS and/or DDD to conduct evaluations on either a full-time or a part-time basis are encouraged to apply. Full-time evaluating may mean working weekly, while part-time evaluating may be scheduled, on average, of once or twice a month. The frequency of assignment is dependant on the needs of the Agency. DDD and RCS will each offer separate contracts to successful bidders. A bidder may choose to have the proposal considered for a contract with RCS, a contract with DDD, or individual contracts with each.

Residential Programs to be Evaluated			
Type	RCS Certification / State License	No. of Clients in Each home	Staffing Model
RCS - Residential Support Services			
Facility Based		Min - Biennial Evaluation of 3-5 Days - Eval Team	
Certified Group Homes	License /Certification Required	Multiple Clients	Residential Agency Staffing 24/7 coverage
Non-facility Based		Min - Biennial Evaluation of 3-5 Days - Eval Team	
Supported Living Model	Private house/apt Certification Required	1 – 4 Clients typical	Residential Agency Staffing Per Client Need
Companion Home Model	See DDD below		
DDD – Division of Developmental Disabilities			
Non-facility Based		Min - Annual Evaluation of 2-3 Days - 1 Evaluator	
Companion Home Model	Provider's Home Contract Compliance/Waiver Qual Assurance Review	1 Client	1 DDD Contracted Support Person 24/7

C. PROJECT SCOPE

DSHS, through ADSA-RCS and ADSA-DDD, seeks proposals in response to this Request for Qualifications (RFQ) from persons and organizations qualified to evaluate the operation and performance of providers of community residential services, for people with developmental disabilities, with respect to standards and requirements imposed by statutes, administrative rules, DSHS policies and procedures, contracts and established residential service guidelines.

You must submit a written proposal to respond to this RFQ. You must comply with all requirements of this RFQ, or DSHS may reject your proposal as nonresponsive.

D. MINIMUM QUALIFICATIONS

- Any individual, agency or organization that does not currently hold a contract with the DSHS for the provision of employment, residential or other direct support services for persons with developmental disabilities.
- The individual, agency or organization must be licensed or authorized to do business in this state in order to contract with DSHS. If your firm is an out-of-state Corporation, you must obtain a Certificate of Authority to do business in Washington State. Both the Business License and the Certificate of Authority can be obtained by contacting:

Washington Secretary of State
Corporations Division
PO Box 40234
505 E. Union
Olympia, WA 98504-0234
Phone 360-753-7115

Web Site: www.secstate.wa.gov/corps

- RCW 42.52 and DSHS policy restrict DSHS's ability to contract with current or former state employees or with their employers. If you are a current or former state employee, or if any of your employees, members, partners, officers, or directors is a current or former state employee, you should review RCW 42.52, Ethics in Public Service, or seek legal advice to determine whether you can contract with DSHS. If DSHS cannot contract with you under RCW 42.52, then you are not eligible to submit a proposal in response to this RFQ.
- Successful bidders who are selected as contractors and who have signed a contract, are required to attend a two-day training session for conducting community residential service evaluations. ADSA will determine the dates and location of this training at a later date. Contracted evaluators will receive compensation for this training as identified in the contract.

- Any apparently successful bidder must pass the background check required by law.
- Anyone who meets the qualifications for this RFQ is eligible to apply. Because of the importance of a direct, one-to one, working relationship between ADSA and the contracted evaluator, DDD and RCS require that the name and resume of the identified individual assigned to provide the evaluations be included in any proposal submitted by a qualified organization. Information about the proposed evaluator will be taken into consideration during the RFQ evaluation process.

E. FUNDING

DSHS budgets approximately \$400,000 per fiscal year for these services. The payment per contractor is set at \$1,083 to conduct each assigned program evaluation, with the exception of Companion Home evaluations for which payment is set at \$600.00. In addition \$27.00 per hour is the rate to be paid for other work as authorized under the DSHS contract. Any contract award is contingent upon the availability of funding. Scheduling of Evaluators is contingent upon the need for services.

F. DEFINITIONS

See Exhibit A, Definitions, for the meaning of certain terms used in this RFQ.

SECTION II. GENERAL INFORMATION

A. PROCUREMENT CONTACT INFORMATION

Upon release of this RFQ, all communications concerning this RFQ must be directed only to the RFQ Coordinator listed below. Any communication directed to DSHS staff, or its consultant, other than the RFQ Coordinator may result in disqualification. Any oral communications will be considered unofficial and non-binding to DSHS. Bidders should rely only on written statements issued by the RFQ Coordinator.

DSHS RFQ Coordinator

Contact:	Sandra Elliot, RFQ Coordinator Department of Social & Health Services Administrative Services Division / Central Contract Services
Mailing Address:	P.O. Box 45811 Olympia, Washington 98504-5811
Physical Address:	4500 10th Avenue SE Lacey, Washington 98503
Telephone:	(360) 664-6072
FAX:	(360) 664-6184
E-mail Address:	sgelliot@dshs.wa.gov

B. ACCEPTANCE OF RFQ TERMS

A Proposal submitted in response to this RFQ shall be considered a binding offer. Acknowledgement of this condition shall be indicated by submitting with the Proposal a signed Bidder Information, Certificates and Assurances Form attached hereto as Exhibit B signed by an officer of the Bidder who is legally authorized to execute contractual obligations. A Bidder must clearly identify and thoroughly explain any variations between its Proposal and DSHS' RFQ. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFQ.

C. PROCUREMENT SCHEDULE

The Procurement Schedule outlines the tentative schedule for important action dates and times. DSHS reserves the right to revise this schedule at any time and will post any amended schedules on the DSHS Procurement website.

Figure 1. *PROCUREMENT SCHEDULE*

Item	Action	Date
1.	Issue RFQ	April 27, 2006
2.	Last Date for Accepting Bidder Written Questions by 5:00 PM Pacific Standard Time	May 5, 2006
3.	Issue Response to Written Questions No Later Than	May 9, 2006
4.	Proposal Submission Due by 4:00 p.m. Pacific Standard time	June 8, 2006
5.	Proposal Evaluation	June 15-16, 2006
6.	Oral Presentations, If Required	June 21-22, 2006
7.	Notify Apparently Successful Bidder	June 22, 2006
8.	Notify Unsuccessful Bidders	June 22, 2006
9.	Bidder's Request for Debriefing Due by 5:00PM	June 27, 2006
10.	Hold Debriefing Conferences	June 28-30, 2006
11.	Bidders' Protest(s) Due	July 10, 2006
12.	Contract Execution	Anticipated July 28, 2006

D. CONTRACT

DSHS intends to award multiple contracts to provide the services described in this RFQ.

The Contract term shall be from July 31, 2006 through June 30, 2007. Up to three amendments extending the possible period of performance to June 30, 2010, shall be at the sole discretion of DSHS.

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Bidders should familiarize themselves with the requirements prior to submitting a Proposal.

E. INSURANCE

The Apparently Successful Bidder must comply with the insurance requirements identified in the sample contract attached hereto as Exhibit C.

F. CONTRACT AMENDMENT

Additional services that are appropriate to the scope of this RFQ, as determined by DSHS, may be added to the resulting Contract by a written amendment mutually agreed to and executed by both parties.

G. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Materials submitted in response to this RFQ shall become the property of DSHS. All proposals, quotes, lists, evaluation documents and other documents that make up this Procurement shall remain confidential until 1) DSHS makes it available to the public pursuant to RCW 42.17, or 2) the contract, if any, resulting from this RFQ is signed by DSHS and the Apparently Successful Bidder. Thereafter, the proposals shall be deemed public records as defined in RCW 42.17.

Bidder's proposal must include a statement on the Letter of Submittal identifying each page of your proposal which contains any proprietary information. Each page claimed to be proprietary must be clearly marked by printing the word "Proprietary" on the lower right hand corner of each page which contains any proprietary information.

If DSHS receives a request to view or copy your proposal, DSHS will respond according to applicable law and DSHS policy governing public disclosure. DSHS will not disclose any information marked "Proprietary" in your proposal without giving you ten (10) days notice for you to seek a court injunction against the disclosure. You may not mark your entire proposal proprietary.

H. WRITTEN REPRESENTATIONS

Proposals should be based on the material contained in this RFQ, any related amendment(s), and any questions and answers directed through the RFQ Coordinator.

I. QUESTIONS AND ANSWERS

Bidders should fax, e-mail or mail written questions to the RFQ Coordinator. Early submission of questions is encouraged. Questions will be accepted until the date set forth in the Procurement Schedule. Questions and Answers will be on the DSHS Procurement website.

J. RFQ AMENDMENTS

DSHS reserves the right, at any time before execution of a contract, to amend all or a portion of this RFQ. Amendments will be posted on the DSHS Procurements Web site. If there is any conflict between amendments or between an amendment and the RFQ, whichever document was issued last in time shall be controlling.

K. RETRACTION OF THIS RFQ

DSHS and the State of Washington are not obligated to contract for the services specified in this RFQ. DSHS reserves the right to retract this RFQ in whole, or in part, at any time without penalty.

L. SUBMISSION OF PROPOSALS

Proposals must be prepared and submitted no later than the proposal submission date and time specified in the Procurement Schedule. The proposal is to be sent to the RFQ Coordinator, either by mail or hand delivery, at the address specified in Section II.A., Procurement Contact Information. DSHS will not accept any proposal submitted by fax. DSHS will not accept any proposal submitted by email.

You should allow sufficient time to ensure timely receipt by the RFQ Coordinator. You assume the risk for the method of delivery and for any delay in the mailing or delivery of your proposal.

DSHS reserves the right to disqualify any proposal and withdraw it from consideration if it is received after the proposal submission due date and time. All proposals and any accompanying documentation become the property of DSHS and will not be returned.

M. NONRESPONSIVE PROPOSALS

All proposals will be reviewed by the RFQ Coordinator to determine compliance with administrative requirements and instructions specified in this RFQ. DSHS may reject or withdraw your proposal at any time as nonresponsive for any of the following reasons:

- Incomplete proposal
- Submission of alternative proposals
- Failure to comply with any part of this RFQ or any exhibit to this RFQ
- Submission of incorrect, misleading, or false information

N. MINOR IRREGULARITIES

DSHS may waive minor administrative irregularities related to any proposal.

O. COST TO PROPOSE

DSHS will not be liable for any costs incurred by the Bidder in preparing, submitting or presenting a proposal for this RFQ.

P. JOINT PROPOSALS

If you submit a joint proposal, with one or more other bidders, you must designate the prime bidder. The prime bidder will be DSHS's sole point of contact, will sign the contract and any amendments, and will bear sole responsibility for performance under the contract.

Q. EXHIBITS

Exhibits to this RFQ are:

- Exhibit A - Definitions

- Exhibit B - Bidder Information, Certifications and Assurances Form
- Exhibit C - Sample Contract
- Exhibit D – Residential Service Guidelines

You should be sure that you have downloaded a complete copy of this RFQ and all attached exhibits, as listed above. The procurement documents can be accessed at <http://www1.dshs.wa.gov/msa/ccs/>. If you are unable to download the documents, you should contact the RFQ Coordinator.

It is not a ground for protest if your copy of this RFQ should be missing any exhibit or pages of the RFQ.

R. WITHDRAWAL OF PROPOSALS

After a Proposal has been submitted, Bidders may withdraw a proposal at any time up to the proposal submission date and time specified in the Procurement Schedule. A written request signed by an authorized representative of the Bidder must be submitted to the RFQ Coordinator. After withdrawing a previously submitted proposal, the Bidder may submit another proposal at any time up to the proposal submission date and time.

S. NOTIFY APPARENTLY SUCCESSFUL BIDDER

DSHS will notify the Apparently Successful Bidder(s) on or about the date and time specified in the Procurement Schedule by written notice via mail, e-mail and/or fax. DSHS will notify the Unsuccessful Bidders separately on or about the date and time specified in the Procurement Schedule written notice via mail, e-mail and/or fax.

T. BIDDER DEBRIEFING CONFERENCE

If DSHS does not select your proposal, you may request a debriefing conference. You must submit your request in writing to the RFQ Coordinator by mail or fax by the date specified in the Procurement Schedule, Section II.C., Figure 1.

Debriefing conferences will be held on June 28-30, 2006. The debriefing conference may be conducted either in person or by telephone and will be scheduled for a maximum of one hour.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of your proposal
- Critique of your proposal based on evaluators' comments
- Review of your final score in comparison with other Bidders' final scores without identifying the Bidders

Identification of the other Bidders, their proposals or evaluations will not be allowed.

U. PROTEST

Protests may be made only after DSHS has sent notification to the Apparently Successful Bidder and to the unsuccessful bidders. In order to submit a protest under this RFQ, a Bidder must have submitted a Proposal for this RFQ, and have requested and participated in a debriefing conference. It is the sole administrative remedy available within DSHS. The following is the process for filing a protest:

1. GROUNDS FOR PROTEST

A protest may be made based on these grounds only:

- Arithmetic errors were made by DSHS in computing the score;
- DSHS failed to follow the procedures established in this RFQ document, or to follow applicable State or federal laws or regulations; or
- Bias, discrimination, or conflict of interest on the part of an evaluator.

2. PROTEST FORM AND CONTENT

A protest must state all of the facts and arguments upon which the protest is based, and the grounds for your protest. It must be in writing and signed by a person authorized to bind the Bidder to a contractual relationship. At a minimum, the protest must include:

- The name of the protesting Bidder, mailing address and phone number, and the name of the individual responsible for submission of the protest;
- The RFQ number and name of the issuing agency;
- A detailed and complete statement of the specific action(s) by DSHS under protest;
- The grounds for the protest; and
- Description of the relief or corrective action requested.

You may attach to your protest any documentation you offer to support your protest.

3. SUBMITTING A PROTEST

Your protest must be in writing and must be signed. You must mail or hand deliver your protest to the RFQ Coordinator using the same mailing or delivery address provided in this RFQ for submitting your proposal. *Protests may not be submitted by fax or email.* DSHS must receive the written protest within **five (5)** business days after the debriefing conference.

4. PROTEST PROCESS

The RFQ Coordinator will forward your protest to the DSHS designated Protest Coordinator with copies of the following:

- this RFQ and any amendments,
- your proposal,
- the evaluators' scoring sheets, and
- any other documents showing evaluation and scoring of your proposal.

DSHS will follow these procedures in reviewing your protest:

- DSHS will conduct an objective review of your protest, based on the contents of your written protest and the above materials provided by the RFQ Coordinator.
- DSHS will send you a written decision within five (5) business days after DSHS receives your protest, unless more time is required to review the protest and make a determination. The protesting Bidder will be notified by the RFQ Coordinator if additional time is necessary.

DSHS will make a final determination of your protest and will either:

- Find that your protest lacks merit and uphold DSHS's actions;
- Find that any errors in the RFQ process or in DSHS's conduct did not influence the outcome of the RFQ, and uphold DSHS's actions; or
- Find merit in the protest and provide options for corrective action by DSHS which may include:
 - That DSHS correct any errors and re-evaluate all proposals affected by its determination of the protest;
 - That DSHS reissue the RFQ document; or
 - That DSHS make other findings and take such other action as may be appropriate.

V. EXECUTION OF THE CONTRACT

If you are the Apparently Successful Bidder, you will be expected to sign a contract with DSHS and any subsequent amendments that may be required to address specific work or services as needed. A sample contract is attached as Exhibit C.

DSHS reserves the right to negotiate the specific wording of the Statement of Work, based on the requirements of this RFQ and the terms of your proposal.

If you fail or refuse to sign the contract or any subsequent amendment within ten (10) business days of delivery to you, DSHS may elect to cancel the award and may award the contract to the next-highest ranked finalist.

Any subcontracts necessary to perform the contract shall be subject to the prior written approval of DSHS.

If at contract award or anytime thereafter any specifically named individual(s) identified in the Proposal to work on this engagement are not available, DSHS has the right to approve or reject any change in Contractor personnel.

SECTION III. PROPOSAL CONTENTS

A. PROPOSAL CONTENTS

The four major sections of the proposal are to be submitted in the order noted below in Section III.C., Contents of Binders:

Proposals must provide information in the same order as presented in this document with the same headings. The questions in each of the four sections are described below. All questions must be answered and all items must be included as part of the proposal for the proposal to be considered responsive, even though certain items may not be scored.

B. FORMAT OF PROPOSAL

- Proposals must be submitted on standard eight and one-half by eleven inch (8 ½" x 11") white paper.
- A font size not less than 12 point must be used.
- Proposals must be submitted in separate three-ring binders as specified in Section III.C., Contents of Binders, with tabs separating the major sections of the Proposal, and your name on the front cover or title page of each binder.
- Identify each copy of your proposal by including Proposal to RFQ # 0634-210; the title of this RFQ, Residential Service Evaluators; and your name on the front cover.

C. CONTENTS OF BINDERS

In order for the proposals to be evaluated in an objective a manner as possible, this RFQ will use a Blind Evaluation Process. The evaluators' decisions will be based on the information provided in the proposal, without knowing who submitted it. Follow the instructions carefully. Any bid that does not meet these requirements may be declared non-responsive and may not be included in the evaluation process.

Submit one binder marked "Original" which identifies the Bidder. Submit five (5) additional copies where the name or any other identification of the bidder is not included. In addition, include one electronic copy in Microsoft Word 2000 file format or Microsoft Excel 2000 file format where appropriate on a portable media or electronic readable media (Compact Disc (CD-ROM) or 3.5" diskette), with a label on the CD or diskette identifying your name and RFQ# 0634-210.

The “Original” copy of your proposal must contain the following as identified in the Administrative requirements below:

- Table of Contents
- Section 1: Administrative Requirements
- Section 2: Management/Experience and Qualifications Proposal

The five (5) copies, which will be used in the evaluation, should include only Section 2, Management /Experience and Qualifications Proposal

D. ADMINISTRATIVE REQUIREMENTS (SECTION 1 OF PROPOSAL BINDER)

Please respond to each item in the same order in which they appear.

1. Letter of Submittal – Original Only

Bidders must submit a prepared and signed submittal letter on Bidder’s official business letterhead stationery. The letter must identify whether the proposal is submitted for consideration for an RCS contract, a DDD contract, or individual contracts with each. The submittal letter must be included as the first page of Section 1. Signing the submittal letter indicates that the Bidder accepts the terms and conditions of RFQ# 0634-210.

The Bidder’s Letter of Submittal must include the following:

- Name, address, principal place of business, telephone number, fax number, and e-mail address of legal entity or individual with whom contract would be written
- The name of your contact person for this RFQ
- A detailed list of all materials and enclosures included in your Proposal
- A list of all RFQ amendments downloaded by the Bidder from the DSHS Procurements Web site, if applicable, and listed in order by amendment number and date. If there are no RFQ amendments, include a statement to that effect
- The Bidder’s guarantee that its Proposal, as submitted, will remain in full force and effect for 180 days
- A statement substantiating that the person who signs the letter is authorized to contractually bind the Bidder’s firm
- Identification of the page numbers on the Bidder’s Proposal that are marked “Proprietary or Confidential” Information
- An affirmative statement that you
 - Are willing and able to perform an assigned evaluation and to provide the services described in the RFQ at the rates specified in Section I.E. of the RFQ
 - Understand that you will be asked to evaluate facilities throughout Washington and may be required to remain overnight in the vicinity of the facility until the evaluation is completed

- Any statements you wish to convey to the RFQ Coordinator, including any variations between your proposal and the RFQ.
2. Exhibit B - A completed Bidder Information, Certificates and Assurances form signed and with any attachments that are necessary. – **Original Binder Only**
 3. Reference Section – **Original Binder Only**

Provide a list of at least three (3) references of entities for which you have performed similar services. Include the names, telephone numbers, dates of services, and a brief description of the similar services you provided them in the past. References will only be contacted for finalist(s).

(Letters of reference may include your name. It is not necessary for your references to refer to you by your assigned bidder number. Letters of reference will be evaluated separately from the rest of your responses to these questions and are not to be included in any binder other than the original.)

E. MANAGEMENT, EXPERIENCE AND QUALIFICATIONS PROPOSAL (SECTION 2 OF PROPOSAL BINDER)

Order of Responses. Respond to each question in the same order in which it is asked. Type the question first and follow it with your answer.

Numbering of Responses. Each response by the bidder to a question must be numbered using the same number and letter which corresponds to that of the question.

Your failure to comply with these instructions may cause you to lose points.

Points Awarded for Responses. The number in parentheses after each question or requirement represents the maximum number of points that may be awarded for the bidder's response to that question or requirement.

Content of Responses. Bidders should provide only the information requested. Additional information and documents submitted as part of the bidder's response, but which are not responsive to the question, are not required to be considered. Evaluators may award a lower score for a response if additional information or material provided by the bidder is not responsive to the question.

Failure to follow the above instructions may result in any or all of a bidder's responses to the following questions, to be considered as nonresponsive, and scored accordingly, or may result in the bidder's proposal being rejected as nonresponsive.

QUESTIONS

Respond to each question in the same order in which they appear.

1. Describe your experience, education and training in working with people with developmental disabilities. (*Do not to identify yourself by name in your answers*) (Maximum points: 30)
 - a. Explain length and kinds of experience, and your roles and responsibilities. Acceptable experience includes volunteering and parenting as well as working for pay.
 - b. Describe the context of your experience and the specific organizations, programs, or services with which you were involved.
 - c. Describe the persons, issues, problems, and/or successes you encountered.
 - d. Describe your training and education in the areas of experience which you have identified.
2. Describe your program evaluation experience. (Maximum points: 20)
 - a. Explain length and kinds of experience, and your roles and responsibilities.
 - b. Describe the organizations with which you worked and the program you evaluated.
 - c. Describe the process and/or techniques you used for compiling and analyzing information.
 - d. Describe your training and education in this area.
3. Describe your experience in monitoring contractual and/or fiscal accountability. (Maximum points: 20)
 - a. Explain length and kinds of experience, and your roles and responsibilities.
 - b. Describe the organizations with which you worked and the process and/or techniques you used for compiling and analyzing information.
 - c. Describe your training and education in this area.
4. Describe your experience in interviewing (Maximum Points: 15)
 - a. Explain length and kinds of experience, and your roles and responsibilities.
 - b. Describe the purposes and settings in which you worked, the process and/or techniques you used, and the kind of information you solicited.
 - c. Describe your training and education in this area.

5. Describe your experience in presenting information to others: (Maximum Points: 15)
 - a. Explain length and kinds of experience, and your roles and responsibilities.
 - b. Describe the purpose and settings of your presentations, the kind of information presented, and the process and/or techniques you used.
 - c. Describe your training and education in this area.
6. Attach three (3) signed letters of reference to your responses in the Original proposal binder only. The letters should address both your qualifications and your experience to provide the services described in the RFQ. Letters of reference should be from persons or organizations having knowledge of your experience. (No points awarded)

Section IV. Evaluation

A. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this Procurement and any amendments issued. The evaluation of proposals shall be accomplished by an evaluation team to be designated by DSHS who will be responsible for the review, evaluation and scoring of Bidder proposals. DSHS, at its sole discretion, will select finalists for an oral presentation. If oral presentations are held, evaluators will evaluate and score the oral presentations of bidders selected as finalists.

B. PROPOSAL EVALUATION

Each Proposal will first be screened to determine if the Bidder has complied with appropriate Administrative Requirements and Submittal Instructions. Each Proposal must meet the Administrative Requirements to be eligible to submit a proposal to this RFQ. If your proposal does not meet all Administrative Requirements for this RFQ, DSHS may consider your proposal nonresponsive and withdraw it from consideration at any time. Evaluators will score all responsive proposals and award points up to the maximum points available for each question.

C. SCORING OF PROPOSALS

The maximum number of evaluation points available is 120 points.

The Administrative Requirements are evaluated on a pass/fail basis. The following weighting and points will be assigned to the proposal for evaluation purposes:

WRITTEN PROPOSAL

Evaluators will score all responsive proposals and award points up to the maximum points available in the Qualifications Section (III. E.) as follows:

- Experience, education and training in working with people with developmental disabilities. **30 points possible**
 - Evaluation experience. **20 points possible**
 - Experience in monitoring contractual and/or fiscal accountability **20 points possible**
 - Experience in interviewing **15 points possible**
 - Experience in presenting information to others **15 points possible**
- 100 POINTS POSSIBLE**

ORAL PRESENTATIONS (IF REQUIRED)

20 points possible

TOTAL

120 POINTS POSSIBLE

Your sub-total score for the written proposal will be the average of the scores of the evaluators who review your written proposal. Your final Total Evaluation Score will be the average points awarded for your written proposal, your references if applicable, and your oral presentations if applicable.

D. EVALUATION OF ORAL PRESENTATIONS

DSHS may, after evaluating the written proposals, elect to schedule oral presentations of the finalists. The RFQ Coordinator will notify finalists of the date, time, and location of the oral presentations.

DSHS will select evaluators for the oral presentations based on their qualifications, experience and background relevant to this RFQ. These evaluators may include evaluators who reviewed the written proposals or DSHS staff who will work with the successful bidder(s). Evaluators will score the oral presentations in accordance with RFQ requirements and evaluation criteria.

E. FINAL DETERMINATION OF APPARENTLY SUCCESSFUL BIDDER(S)

DSHS program staff and/or management may conduct a final review of the evaluation and scoring of finalist(s).

In this final review, DSHS may consider past or current performance of any DSHS contracts by a finalist(s), and any experience of the program or DSHS in working with a finalist(s) under any past or current contract with DSHS.

DSHS management shall make the final determination as to which bidder(s), initially designated as finalist(s), shall be officially selected and notified as the Apparently Successful Bidder(s) under this Procurement.